SREE SANKARACHARYA UNIVERSITY OF SANSKRIT,KALADY

(Accredited by NAAC with 'A' Grade)

Regulation for the M.A. Programmes under CBCSS and OBTLE System

Effective from 2019 admission onwards

I - SHORT TITLE

1.1   These Regulations shall be called **"Sree Sankaracharya University of Sanskrit Regulations for M.A. Programmes under CBCSS and OBTLE System (SSUS – CBCSS -OBTLE– M.A.) – 2019"**

II – SCOPE

2.1   The Regulations provided herein shall apply to all regular M.A. Programmes conducted by the Teaching Departments of Sree Sankaracharya University of Sanskrit with effect from 2019 admissions.

2.2   The provisions herein supersede all the existing Regulations for the regular M.A. Programmes conducted by the Teaching Departments of Sree Sankaracharya University of Sanskrit unless otherwise specified.

2.3   The MA Programmes are oriented in the **OBTLE (Outcome Based Teaching, Learning and Evaluation system)** which is a result oriented and measurable method of approaching Higher Education with Outcomes stated at the beginning, executed through instruction and attainment assessed at the end.

III – DEFINITIONS

3.1   **'University'** means Sree Sankaracharya University of Sanskrit, Kalady.

3.2   **'Programme'** means the series of Teaching , Learning and Assessment leading to a Degree.

3.3   **'Duration of the Programme'** means the period of time required for the conduct of the Programme. Duration of the M A Programme is a minimum of

Four Semesters in two years and a maximum of Six Semesters in the event of a zero semester.

3.4 **'Semester'** means an academic term period consisting of a minimum of 90 working days, inclusive of assessment, distributed over a minimum of 18 weeks of 5 working days each. The First and Third semester will be from June to October and the Second and Fourth semester will be from December to April. Each semester will be separated by a semester break in November and May respectively. The valuation of answer scripts of the end semester examinations will be conducted during the semester break only.

3.5 **'Outcomes'** indicate the ability that a student gains at the end of a Programme/Course. **Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes(COs)** should be stated which are expected to form an integral link so that ultimately the stated Course Outcomes help fulfill both the stated Programme Specific Outcomes as well as the stated Programme Outcomes.

3.6 **Programme Outcomes(POs)** indicates the knowledge, skills and attitudes that a student is expected to acquire while completing any of the Post Graduate Programmes. It is a common goal. It includes both disciplinary and professional competencies in addition to socially desirable attitudes.

3.7 **Programme Specific Outcomes(PSOs)** indicate the abilities expected to be attained by the student while completing the specific Post Graduate Programme. It includes both disciplinary and professional competencies as well as specific skills associated with the discipline.

3.8 **Course Outcomes(COs)** indicate what a student is able to do at the end of that specific Course. It is an effective ability- qualities, skills, knowledge- to successfully carry out an identified task. Most important aspect of CO is that it is measurable. Course Outcomes are written addressing various Cognitive Domains (Remember, Understand, Apply, Analyse, Create and Evaluate) as well as the Affective and Psychomotor Domains as deemed applicable to the specific MA Programmes . It has to also address the different Knowledge Categories of Factual, Conceptual , Procedural and

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Metacognitive knowledge as deemed suitable to the specific MA Programmes.

3.9 **'Course'** is one among the many segments of subject matter to be covered in a semester. Each Course is distinguished by an alpha numeric code number, title and the credit it bears. The code number gives comprehensive information on the Department offering the Course, the semester in which it is offered and a serial number. The number of Courses per semester must aim for availing a total of 16 credits which will be generally distributed along four Courses of four credits each (4 Courses x 4 credits = 16 credits). However, modifications can be made by respective Boards of Studies subject to the condition that the credits of the Course must range from 2 credits to 4 credits and the number of Courses arranged accordingly to arrive at a total of 16 credits per semester.

3.10 **'Credit'** [1] of a course is defined as corresponding to a specified hour of meaningful activity related to the Course in a week.

One Credit shall mean 1.5 hours per week in a semester for classroom lectures or tutorials but for lab work/ fieldwork this will be double and requires two hours in a week.

Total minimum Credits to complete the Programme of Study shall be **64**.

3.11 **Core Courses**

A **'Core Course'** [2] is a compulsory component in the Programme Structure which cannot be substituted by any other Course.

Core Courses for a Programme shall be within 32 – 44 credits

3.12 **'Elective Course'** [3] means a Course which can be substituted by an equivalent Course and allows for the choice of the student.

Elective courses within the Department shall be of 8 - 16 credits.

Multidisciplinary Elective Courses of 8 - 12 credits.

Among the Multidisciplinary Elective Courses one should be from any of the Sanskrit disciplines.

3.13 **Additional Electives** – A student can opt for Additional Electives [4] if she/he desires.

3.14 **Seminar Course/Dissertation** - In the final semester there will be a Seminar Course/Dissertation [5]. For the Seminar Course the student should present two seminar

papers and submit a monograph/dissertation with a minimum of 40 pages at the e⌐ ⌐ of the Programme, i.e., in the fourth semester. The monograph should follow the methodology of the respective discipline.

IV – PROGRAMME STRUCTURE AND SYLLABI ACCORDING TO OBTLE

4.1 As conceived in the **OBTLE (Outcome Based Teaching, Learning and Evaluation System**, the University has already identified four **Programme Outcomes(POs)** commonly applicable to any Post Graduate Programme in the University.(*See Appendix-1*) Along with these, every Department has also to state their **Programme Specific Outcomes (PSOs)**.The specific Programme Structure [6] shall prescribe the minimum eligibility, Semester wise list of Courses along with their stated **Course Outcomes(COs)**, total credits to be availed in each semester and assessments thereof. Since the Assignment component of Internal Assessment can be decided individually by each Department the mode designed for this by the Department has also to be stated.

4.2 The semester wise Course Structure stating Course Outcomes, Syllabi and credits of each PG programme shall be approved and recommended by the Department Council, the respective Board of Studies (BOS) , Faculty Council and lastly by the Academic Council (AC) for final approval.

4.3 New Courses proposed by a Faculty member is to be first considered and approved first in the Department Council, next in the BOS and then to be placed before the Faculty and Academic Council respectively for approval.

4.4 The syllabi of Courses need to be continuously revised to keep in tune with recent developments in knowledge.

V – ADMISSION PROCEDURES

5.1 **Eligibility** for admission- [7] An Under Graduate Degree in any discipline recognized by the Sree Sankaracharya University of Sanskrit.

5.2 **Admission** –Admission to the M.A. Programme will be on the basis of an entrance examination conducted by the University. Those who have obtained an Under Graduate Degree, or are appearing for the final semester Under

Graduate Degree examination are eligible to attend the entrance examination. Those who secure a minimum of 40% marks in the entrance examination will be qualified for admission. A relaxation of 5% will be available for applicants belonging to SC/ST and Differently Abled categories. The transfer certificate shall be produced at the time of admission and the migration certificate shall be produced at a later date. With regards to Music, Dance and Theatre there will be an Aptitude and Practical Test in continuance of the Entrance Examination.

VI – REGISTRATION FOR ELECTIVE COURSES FROM OTHER DEPARTMENTS

6.1 Students shall have to register for the Elective Courses from disciplines /departments other than the parent for the semester within 10 days of the commencement of a semester[8]. The maximum number of students to be registered in each Course shall depend upon the physical facilities available with that Department.

6.2 For registration [9] of a Course from Departments other than the parent Department, the student shall meet the Head of the Department of the concerned Department or her/his nominee and get her/his signature in the prescribed registration form.

VII – EVALUATION

7.1 All M.A. programmes of the University shall carry an overall Internal Assessment component and End semester examination in the ratio of 50:50. The Seminar (oral presentation) component in the Internal Assessment and the End Semester examination will be evaluated by two faculty members. There shall be no separate minimum for Internal Assessment. Fulfillment of the requirements of the internal assessment and Attendance is compulsory for attending the End Semester Examinations. The Internal Examination Result will be exhibited on the Notice Boards prior to the submission of the same to the University. Provision for registering grievances regarding Internal Assessment shall be made available to the students through proper mechanisms constituted by the University.

7.2 **Components of Internal Assessment [10]**

The internal assessment Credits shall be given as per the following in the case of

a 4 credit course with a ratio of 50:50 for Internal Assessment and End semester examination. There must be three components for Internal Assessment for each course as follows,

Seminar Presentations (to be orally presented and submitted afterward)- Grading for seminars should be based specifically on three components ,viz., a)content and understanding b) methodology and analysis c) presentation and discussion.

Assignments /Tutorials- Any type of assessment tool can be considered as an Assignment intended to test any of the Learning Domains or Knowledge Categories. It can be Book Reviews, Play Production, Fieldwork Report, Installation, Choreography, *Vakyarthavicara* , *Salakapareeksha*, *Padyarachana*, *Katharachana*, translation, precis -writing, group discussion, etc. based upon the nature of the Course and can vary from Course to Course. Appropriate components have to be developed for assessment and stated beforehand to ensure transparency.

Mid Semester Examination- Question papers should follow the set pattern but made proportionately shorter .Questions should dwell on all Cognitive Domains and Knowledge Categories suitably and as far as possible.

7.3   **External Evaluation:** There will be double valuation for the End Semester University Examination. The answer scripts will be valued by an Internal Examiner and an External Examiner. In case external examiners are not available for rare courses, the Chairperson of the Board will act as the external examiner.

7.4   If the difference of grades awarded by the two examiners does not exceed two consecutive grades, the average shall be reckoned. If it exceeds two consecutive grades, such scripts shall be valued by a third examiner or the chairperson of the Board. The grade awarded by the third examiner shall be final.

7.5   The evaluation will be based on the 9 point grading system.

A+	9	B-	4
A	8	C+	3
A-	7	C	2
B+	6	C-	1

7.6. Course Outcomes should be tagged in the Seminars, Assignments, Mid-Semester examinations as well as in the end semester examinations which means indicating which outcomes have been addressed where, so that assessing attainment of Course Outcomes is made possible.

VIII – ATTENDANCE RULES

8.1 A minimum attendance [11] of 80% is required for each Course separately to register for the End Semester Examination. The faculty in charge of the Course shall display on the notice board the details of the attendance at the end of 35 and 70 working days with a copy to the Head of the Department/Campus Director. The format of Attendance Sign – in – sheet is appended as *Appendix - 2*

8.2 The students deputed for official purposes such as representing the University in sports, cultural meets, NSS/NCC activities and participation in work of statutory bodies, with prior permission of the Head of the Department, shall be given leave for such absence and it shall be reckoned as attendance subject to the following conditions:-

1. The period of leave shall not ordinarily exceed 10% of the total attendance of each course in a semester for a student.

2. The staff advisor of the Students' Union, Officers, i.e., of Physical Education/Officer-in-charge of NCC and Programme Officer, NSS are authorized to recommend to the Head of the Department/Campus Director for leave. The concerned officers authorized to recommend the leave may also furnish the list of students who are actually engaged as volunteers for the organization in the conduct of approved University Sports Programme, Cultural Meet, NSS Programmes, University Union activities, etc., for granting leave.

3. The leave eligible shall be limited to days of:

    i)   To and fro journey.

    ii)   The actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of completion evidenced by the approved Programme.

8.3   The officers who are authorized to recommend the leave must submit the list of students with all details such as team/teams and its members, place of tournament/meet, number of days of tournament/meet, days for to and fro journey, to the Head of the Department/Campus Director sufficiently in advance.

8.4   The decision of the Head of the Department/Campus Director shall be final in this matter.

8.5   Condonation of Shortage of Attendance: Condonation of shortage of attendance to a

8.5.1   Maximum of 20% per academic year (2 semesters) shall be granted by the Vice Chancellor to candidates in cases where the Vice Chancellor is satisfied that the student could attain the minimum attendance i.e., 80% for reasons of health or for other reasons/ forces beyond her/his control.

8.6   Application for condonation of shortage of attendance should be made to the Registrar in the prescribed format along with certificates proving reasons for leave after due authentication/ recommendations of the Head of the Department/ Director of the Centre concerned, not less than 15 days prior to the University Examinations.

8.7   The prescribed fee for condonation shall be remitted and the receipt of remittance of fee should be attached along with the application.

8.8   The claim for condonation of shortage of attendance should be supported with authorized Medical Certificates or concrete documentary proof as the case may be.

8.9   Condonation of shortage of attendance shall be granted only once in an academic year and for this purpose the 1st and 2nd semester will be treated as 1st year, and so on.

8.10 Condonation of shortage of attendance cannot be commutable or passed over to next year. The students who do not have the minimum attendance will not be eligible to appear for the end semester examination.

IX – SETTING OF QUESTION PAPERS

9.1   The **Question Papers** [12] are to be set by the faculty members offering the Courses and scrutinized and edited by a Board consisting of the Head of the Department, and at least one faculty member of the Department nominated by the Department Council. A copy of the minutes of the Board meeting shall be forwarded with the Question Papers to the Pro - Vice Chancellor. There will be a question bank covering the syllabus of each discipline.   Question papers will be set from the question bank.

1. Questions must address all Cognitive Domains as far as possible

2. Questions should be distributed into three sections (addressing different Cognitive Domains) on the basis of percentage as given below. There can be flexibility in design for the different Departments provided the ascending weight pattern for different cognitive levels and total distribution of weight remains unaltered.

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section
1.	Section I - Remember and Understanding	20	12

2.	Section II - Apply and Analyse	30	18
3.	Section III - Evaluate and Create	50	30
	Total	**100**	**60**

3. More weight should go to higher levels of Cognition.
4. Time assigned to one weight is 3.
5. Weight of each section can be expressed through number of words (for eg.,maximum 250 words) or number of pages (for eg.,maximum 2 pages) or by any other appropriate method.
6. Time distribution may be indicated.

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section	Maximum time for each section
4.	**Section I -** Remember and Understanding	20	12	36 minutes
5.	**Section II -** Apply and Analyse	30	18	54 minutes
6.	**Section III -** Evaluate and Create	50	30	90 minutes
	Total	**100**	**60**	**180 minutes**

7. The questions set should meet the Course Outcomes .
8. Questions should span all difficulty levels.
9. Each question should be properly tagged to Course Outcomes (for further mapping of attainment)

9.2 The Head of the Department shall forward three sets of the Question papers for each course in a sealed cover to the Pro-Vice Chancellor, who shall make arrangements

for the supply of question papers in the University Level Examination.

X – EXAMINATIONS

10.1   The University shall notify the details such as date, time, and Courses with code number etc., of the examination. Students shall register themselves for the examination. There shall be a University Level Examination for each course at the end of each semester. No student who is more than 30 minutes late shall be allowed to appear for the examination. No student will be allowed to leave the examination hall within 90 minutes after the commencement of the examination. If any student indulges in any malpractice like copying, consulting other students, etc., the invigilator shall enter her/his remarks on the answer paper with signature. In such an eventuality the candidate shall not be allowed to complete the examination and shall be sent out of the hall. Before the candidate is allowed to leave the hall, a statement may be obtained from her/him and the invigilator shall report to the Head of the Department/Campus Director immediately with full details and remarks. If a student refuses to give such a statement, the fact may be recorded by the invigilator. The Head of the Department, Campus Director shall report the case of alleged malpractice to the Pro-Vice Chancellor who shall initiate steps for the enquiry. The Vice Chancellor shall appoint a committee consisting of not less than three faculty members to enquire into the alleged malpractice. The Committee shall submit its findings along with its recommendations within 15 days to the Vice Chancellor who shall take a decision in the matter subject to the approval of the Syndicate.

10.2   The University shall notify the list of candidates having successfully completed all the requirements and become eligible for the award of the Degree. Anomalies, if any, regarding the notification shall be brought to the notice of the Pro-Vice-Chancellor by the student in writing within 7 days of the date of notification. The Syndicate shall approve the final results and the University shall issue Provisional Certificates and transcripts of the grades obtained by the candidates within 7 days of the notification. It shall be open to the Syndicate to withhold the result of a candidate on any valid

ground.

10.3   Each Course is evaluated on 9 - point scale as provided in para 9.5 of these Regulations.

10.4   There is no separate minimum for Internal Assessment or External Assessment. However, meeting requirements of Attendance and Internal Assessment are a must for appearing in the End Semester Examination.

10.5   The Pass Minimum for each course is B – (B Minus). A student who acquires a Pass Minimum (B- Grade) for at least 3 courses (12 Credits in a Semester) will be promoted to the next Semester. The promotion list of the students will be prepared after the evaluation of the End Semester Examination and will be published before the commencement of the next semester.

10.6   A Final Grade Point Average of B- (B Minus) grade is required for awarding the degree.

10.7   **Re-appearance for the End Semester Examination**: If a student is absent for or gets 'F' grade in the end semester examinations of one or more Courses across the four semesters of the Programme she/he can re-appeaar for that exam. This can be done provided that Internal Assessment requirements for those Courses are met with a minimum attainment of B grade. She /he may be permitted to re-appear for end semester examinations for these Courses either within the duration of the Programme when the end semester examinations for those Courses are conducted in the subsequent semesters or within a period of two semesters after completion of the regular Programme. Re-appearance will be permitted only after due recommendation from the Head of the Department and prior sanction from the University. This facility cannot be availed more than once for a course or beyond the stipulated two semester period after the regular Programme and not for more than four Courses of the entire Programme. These examinations will be conducted only along with and at the time of regular end semester examinations. In the event of syllabi change during this period,

the question paper should be set in the old pattern corresponding to the Internal Assessment requirements already met by the student.

10.8   **Zero Semesters**: A student is entitled to a avail a Zero semester on grounds of ill health or other unavoidable contingencies in attending the academic activities prescribed for that semester. This effectively means repeating the academic activities prescribed for a semester and requires regular attendance. The decision in this regard will be taken by the Vice Chancellor on the basis of the recommendation of a Committee appointed by the Vice Chancellor, and subject to the ratification by the Academic Council. There will be only one chance to avail Zero semester in a Programme and should be done within two semesters after the completion of the regular Programme. In the event of syllabi change during this period, the student should avail the new Courses being offered in the semester corresponding to the one that was lost.

10.9   For all Programmes other than Language Programmes, the examination and dissertation can be written either in English or Malayalam.

XI – GRADING PROCEDURES

11.1   `Grade obtained in the assessment of a Course is a letter symbol measured on a nine point scale (A+, A, A-, B+, B, B-, C+, C, C-, F) which indicates the broad level of performance of a student in a Course.

11.2.   'Grade Point' (GP) In the 9 point grading system, each letter Grade is assigned a Grade Point which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.

Letter Grades	Grade Points	Performance	Grade Range

A+	9	Outstanding	8.50 – 9 .00
A	8	Excellent	7.50 – 8.49
A-	7	Very Good	6.50 – 7.49
B+	6	Good	5.50 – 6.49
B	5	Fair	4.50 – 5.49
B-	4	Average	3.50 – 4.49
C+	3	Below Average	2.50 – 3.49
C	2	Needs Improvement	1.50 – 2.49
C-	1	Un Satisfactory	0.50 – 1.49
F	0	Failed	0.00 – 0.49

11.3.   **'Weight' (W)** is a numerical measure quantifying the comparative range of an answer matching the comparative importance assigned to different Cognitive Domains. It is assumed that the weight should increase as we move from **Remember, Understand, Apply, Analyse** to **Evaluate** and finally to the highest domain of **Create.** A model of the weight assigned is appended in **Appendix-3.**

11.4.   **Weighted Grade Point (WGP)** is grade point **(GP)** attained by a student in the answer to a particular question multiplied by the weight**(W)** assigned to that question. The total weighted grade points **(TWGP)** obtained for all the answers of a question paper are to be divided by the total weight **(TW)** of all the questions answered in that question paper to arrive at the final grade point **(FGP)** and grade obtained in the examination for the particular Course.

(FGP=TWGP divided by TW)

11.5. **"Credit Point' (P)** of a Course is the value obtained by multiplying the final grade point **(FGP)** obtained in that Course with the credit assigned to that Course**(C):**

P = FGP x C.

11.6. **'Semester Grade Point Average' (SGPA)** is the value obtained by dividing the sum of Credit Points **(P)** obtained by a student for all Courses taken in a semester by the total number of credits **(C)** taken by her/him in that semester. SGPA shall be rounded off to two decimal places. **SGPA= P divided by C.**

11.7. **Cumulative Grade Point Average (CGPA)** is the value obtained by dividing the sum of Credit Points of all the Courses taken by a student at the end of each semester so far**(CSP)** by the total number of Credits earned by the student so far**(CS)**. **CGPA= CSP divided by CS**

11.8 **Final Grade Point Average (FGPA)** is the value obtained by dividing the sum of Credit Points of all the Courses **(CPP)** taken by a student for the entire programme by the total number of credits for that Programme**(CP)**. CGPA shall be rounded off to two decimal places. CGPA indicates the broad level of academic performance of a student in the Programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on her/his CGPA. **FGPA= CPP divided by CP**

The minimum FGPA i.e., cumulative index for awarding degree shall be 3.5 (i.e. B-) for the M.A. Programme.

11.9 **Grace Grade-** means grade points awarded to Course/s, as per the choice of the student, by the University in recognition of meritorious achievements in NCC/NSS/Sports/Arts and cultural activities as listed by the University from time to time.

XII – GRADE CARDS

12.1 **Semester Grade Report(SGR):** The University under its seal shall issue to the students a Grade Report on completion of each semester. The Semester Grade Report shall contain the grades and grade points obtained by the student for each Course taken by the student in a Semester. The report shall also contain the grade and grade points for the additional course, if any, with its credit.

12.2 **Final Grade Report (FGR):** The Final Grade Report issued at the end of the Programme shall contain grade points of each semester, the FGPA and overall letter grade of a student for the entire programme along with the percentage of the grade point obtained by the student.

12.3 The format of **SGR** and **FGR** are appended as *Appendix – 4*

XIII. GRIEVANCE REDRESSAL CELL

All Departments/Regional Campuses should have to form a **Grievances Redressal Committee** to address the grievances related to evaluation and assessment of Courses/Programmes with the following composition

1. Head of the Department/ Campus Director – Chair and Convenor

2. Instructor of the Course

3. A faculty member from the Department

4. A student representative from the Department

The appellate authority (of Department as well as regional campus) of this Committee will be the **Departmental Students Grievances Committee**. If this apex committee also fails to resolve the issue, it shall be reported to the Vice Chancellor whose decision shall be final.

XIV. STUDENT'S FEEDBACK ON COURSES AND TEACHERS

All Academic Departments should have arrangements to collect the students' feedback at the end of each semester for each Course and consequent reforms should be ensured.

XV . OTHER IMPORTANT MATTERS

15.1 Details of Courses Registered by each student in all semesters(Statement in lieu of Semester Card) shall be forwarded to Examination Branch within one month after commencement of the semester. Format appended as *Appendix - 5*

15.2 **Issuing of Rank Certificates:** There is no ranking for the programme and no

rank certificate will be issued to the student.

15.3 **Award of Degree**: The Degrees shall be awarded under the seal of the University to candidates who have satisfactorily completed the application formalities and graduation requirements.

15.4 If the result of a candidate is found to be vitiated by error, malpractice, fraud, improper conduct or any other reason, the same may be cancelled or rectified with the approval of the Vice Chancellor. If it is found that the result of the candidate has been vitiated by malpractice, fraud, and improper conduct, the University shall modify the result of such candidates and make such declaration as the Vice Chancellor may deem necessary, including debarring of the candidate from the University examinations for such period as may be specified and the cancellation of the result of the candidate.

15.5 The **Regulations** are also applicable to Innovative Programmes of the UGC.

15.6 **Removal of Difficulties** – If any difficulty arises in giving effect to the provisions of these Regulations, the Vice Chancellor may issue necessary orders for removing the difficulty and the same has to be reported in the next Academic Council.

15.7 All M.A. Programmes and the Regulations thereof shall be evaluated and reviewed **every three years**.

Sd/-
Registrar

Explanatory Notes

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[1] Credit indicates the weight and in-depth nature of enquiry of the course as well the time necessary for instruction. For instance, a Course with four credits should have a minimum of four weeks per week of meaningful teacher- student interface in terms of lectures or tutorials. However, if instruction is intended through field/lab work this doubles to minimum eight hours a week.

[2] Registration for Core Courses are also open to students of other Departments provided they meet the pre-requisites, if any. A Core Course of a Department may be treated as an Elective Course for students of other Departments, and the particular Course may be preferably offered by the host Department in the hours designated for Elective Courses.

[3] An Elective Course is optional for the students to register. Students can exercise their choice among a set of Elective Courses from the same as well as other Departments specified for each Programme of study.

[4] Additional electives will not be reckoned for calculations of CGPA/FGPA/SGPA. However, if a student has undergone any additional Courses, names of such Courses and the grades earned by the student will be shown/included in her/his final grade report.

[5] Monograph/Dissertation must be formally submitted on the stipulated date to the Department which may be forwarded to the Examination Branch for external evaluation and the evaluation of the Monograph/Dissertation may be carried out along with the evaluation of the end semester examination answer scripts. Evaluation must be based on the grading system specified in the section VI of this regulation.

[6] Detailed syllabi for all Courses offered by the Department shall be prepared with Course Outcomes in mind and organized in a specific number of units in order to fulfill these Outcomes along with full details of Text Books, Reference Books, Web based resources, Reference Reprints of papers, e-Books, Published Reports and the Monographs, etc. relevant to the course for each modules and printed made available to faculty members and students

[7] No person shall be eligible for admission to a P.G. Programme if she/he is currently on the roll for a P.G. Programme in another subject/discipline offered in the University. No student shall be eligible to join a PG Programme if that the student has already attended a PG Programme before, in any of the Universities/Colleges in Kerala including SSUS, in regular stream.

[8] The information on list of all the Courses (core and electives), along with Course Outcomes for each, offered in every Department specifying the credits, the prerequisites, a brief description of syllabus or list of topics, the instructor who is offering the Course and the time slot may be made available in the University website/circulated among the departments/publicised on the notice boards before the commencement of the semester.

[9] Students have a choice to register for Multi-disciplinary Elective Courses offered by any Department other than the parent department of which one should be from any of the

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Sanskrit disciplines. Different sets of electives must be offered at the different Regional Centres, based on the social, cultural and educational contexts of the Centre. The registration for the Elective Courses from other Departments shall be on first come first served basis, provided the student fulfils the prerequisites for that Course, if any. The number of students to be registered shall be based on the class room availability and other infrastructure available in the Department. Every effort shall be made by the Department to accommodate as many students as possible.

[10] Each faculty member shall organize a continuous assessment of each of the courses assigned to her/him. The internal assessment grades shall be given as per the following in the case of a 4 credit course with 50:50 Internal Assessment and End semester examination combination.

1. The three components of assessments will be – **Seminar(oral presentation), Mid Semester Examination, Assignment**
2. **Seminar** is an integrated type of assessment and can be used to assess the higher level of cognitive domains
3. Criteria for Seminar Assessment – Students must be oriented in seminar writing, presentation and questioning skills. It must be mandatory for all students to participate in the discussions. Grading should be specified in all three components given below
   1. Content and Understanding 2. Methodology and Analysis 3. Presentation and Discussion
4. Seminars for each course shall be assessed by two faculty members (T1 and T2)
5. **Mid semester examination** – Questions must address all cognitive domains as far as possible
6. **Assignments** – Any type of assessment tool(Student Centric) can be considered as an Assignment. For example it can be Book Reviews, Play Production, Fieldwork Report, Choreography, *Vakyarthavicara* , *Salakapareeksha*, *Padyarachana*, *Katharachana*, translation, precis -writing, group discussion, etc. based upon the nature of the Course. Appropriate components have to be developed for assessment .
7. Each assessment task should be properly tagged to the Course Outcomes for the mapping of CO attainment

[11] The faculty shall record the attendance of the students in every Course and calculate the attendance at the end of the semester and duly certify the fulfillment prior to the examination. Attendance is compulsory for the lab practical/field visits/field camps etc. if the said programme is part of the syllabus.

[12] Questions should be distributed into three sections (Cognitive Domains) on the basis of percentage as given below

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section
1.	Section I - Remember and Understanding	20	12
2.	Section II - Apply and Analyse	30	18

3.	Section III - Evaluate and Create	50	30
	Total	**100**	**60**

8. The lower levels of Cognition has to have more weight at UG level and at PG level more weight should go to higher levels of Cognition.

9. Weight of each section can be expressed through number of words (for eg.,maximum 250 words) or number of pages (for eg.,maximum 2 pages) or by any other appropriate method.

10. Time distribution

11. The questions drawn should meet the Course Outcomes

12. Questions should span all difficulty levels

13. Each question should be properly tagged to Course Outcomes (for further mapping of attainment)

APPENDIX - 1

Programme Outcomes (POs) of SSUS for PG Programmes

PO1. Critical Thinking: Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.

PO2. Communication: Listen, read, comprehend, speak and write clearly and effectively in person and through electronic media in English/regional language/language of the discipline and exhibit sound domain knowledge including academic concepts and terminologies.

PO3. Self-directed and Life-long Learning: Engage in independent and lifelong learning in the broadest context of socio-technological changes.

PO4. Ethics: Understand different value systems including one's own, as also the moral dimensions of actions, and accept responsibility for it.

Appendix - 2

Programme: Month: Year: Semester:

Course Code: Course Name:

Attendance Sign-in sheet

DEPARTMENT:

Cl.No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Appendix 3

Model of Assignment of Weight

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section	Maximum time for each section
1.	Section I - Remember and Understanding	20	12	36 minutes
2.	Section II - Apply and Analyse	30	18	54 minutes
3.	Section III - Evaluate and Create	50	30	90 minutes
	Total	100	60	180 minutes

Appendix - 4

Dated :

SEMESTER GRADE REPORT

Name of Student Ms/Mr.   Register Number

Programme of Study   Faculty

Subject

Semester   Month   Year

COURSE CODE	COURSE TITLE	CREDITS	CORE/ ELECTIVE	GRADE		POINTS	GRADE AVERAGE
				IA	ESA		

CURRENT SEMESTER RECORD			CUMULATIVE RECORD			TOTAL VALID CREDITS EARNED
TOTAL CREDITS	TOTAL POINTS	SGPA	TOTAL CREDITS	TOTAL POINTS	CGPA	

*Additional Elective

COURSE CODE	COURSE TITLE	CREDITS	CORE/ ELECTIVE	GRADE		POINTS	GRADE AVERAGE
				IA	ESA		

PRO VICE CHANCELLOR

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1. IA : Internal Assessment   2. ESA : End Semester Assessment

3. Grade   :   A+   A   A-   B+   B   B-   C+   C   C-   F   ab

Numerical Value :   9   8   7   6   5   4   3   2   1   0   Absent

4. An Average of B- (B Minus) in each course is the passing grade

5. *Additional Elective will not be reckoned in the calculation of CGPA/FGPA

Appendix 5

Sree Sankaracharya University of Sanskrit, Kalady

Name of the Department :

Name of the Regional Centre :

Name of the Programme :

Semester :

Details of the Courses Registered by the Students

Sl. No.	Name of the Students	Reg. No.	Course Code Core/Elective (tick correct option)	Course Code Core/Elective (tick correct option)	Course Code Core/Elective (tick correct option)	Course Code Core/Elective (tick correct option)	Course Code Core/Elective (tick correct option)

List of Courses with **course names** and **course codes**:

1.

Name and Signature of T/C

Name and Signature of HOD

5

Date of publication of result :

Dated :

FINAL GRADE REPORT

Name Of Student Sri/Smt.   **Register Number**

Programme Of Study   **Faculty**

Subject

Month   Year

SEMESTER	CREDITS	POINTS EARNED
FIRST		
SECOND		
THIRD		
FOURTH		
TOTAL		

FINAL GRADE POINT AVERAGE		
GRADE	In Letters	In Words

ASSISTANT   SECTION OFFICER   ASSISTANT REGISTRAR   DEPUTY REGISTRAR (EXAM.)

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1. Grade   :   A+   A   A-   B+   B   B-   C+   C   C-   F

   Numerical Value: 9   8   7   6   5   4   3   2   1   0

2. An FGPA of B- (B Minus) is the passing grade

3. Grade conversion formula : % = $\dfrac{FGPA \times 100}{9}$

Date of publication of result :